

MACOMB COUNTY
VACANT POSITION POSTING

CLASSIFICATION TITLE: WIC Dietitian

OPENING DATE: 09-25-06

CLOSING DATE: 10-06-06

DEPARTMENT: Health

SALARY RANGE: \$18.38/hr to \$22.98/hr

CURRENT HOURS AND STARTING TIME: Part-time **GRANT FUNDED** (22 hours per week) position; the starting time for this position currently is 8:30 a.m.

F.L.S.A. STATUS: Exempt

APPOINTING AUTHORITY: Director/Health Officer

GENERAL RESPONSIBILITIES:

The employee in this classification, under direction of an assigned supervisor, plans and coordinates the nutrition component of the Women, Infant and Children program; provides skilled nutrition counseling services; acts as a nutrition resource person to community agencies and the public; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Plans, organizes, coordinates and evaluates the nutrition component of the Women, Infant and Children program.
- Develops and implements nutritional plan of care based upon nutritional assessment and available resources.
- Participates in the development of Program proposals for funding.
- Teaches, consults and acts as a nutrition resource person to individuals, families, community groups and health care professionals.
- Documents appropriate data, activities and outcomes and maintains related records.
- Provides direct nutrition counseling services to clients.

ESSENTIAL FUNCTIONS (continued):

- Compiles and maintains Program data and prepares statistical reports as assigned.
- Serves as a team leader; directs the work of professionals, paraprofessionals, and clerical staff on the team.
- Resolves client complaints and make decisions regarding client services.
- Lifts equipment and supplies that weigh up to 25 pounds.
- Operates an automobile while performing assigned job duties.

ADDITIONAL FUNCTIONS:

- Participates on selected agency committees.
- Assists with the orientation of staff.
- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- A Bachelor Degree with a major in Food and Nutrition, Dietetics or a related field from an accredited college or university.
- Current registration with American Dietetic Association is preferred.
- Previous experience as a Dietitian or Nutritionist is preferred.
- Previous public health experience is preferred.
- Successful completion of the probationary period for the position of WIC Dietitian.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Knowledge of dietary and nutrition principles and practices.
- Organizational ability and initiative.
- Ability to direct and organize the work of others.

ADDITIONAL QUALIFICATIONS (continued):

- Effective written and oral communication skills, including the ability to make presentations.
- Ability to establish and maintain effective working relationships with staff, other professionals and the public.
- Possess an operable automobile for authorized departmental travel.
- Possession of a valid Michigan driver's license.
- Ability to conduct oneself with tact and courtesy.

All interested, current Macomb County employees, including full-time, part-time and temporary hires, must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER